



Franklin County Benefits  
& Risk Management Department  
373 South High Street, 25th Floor  
Columbus, Ohio 43215

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Employee Benefits Supervisor (Non-Bargaining) **PCN:** 060420  
**REPORTS TO:** Assistant Director, Benefits and Risk Management **P.R.:** N18

**RESPONSIBILITIES:** Responsible for administering the county's insurance benefits programs, which includes: medical, prescription drug, dental, vision, behavioral health, EAP, COBRA, flexible spending accounts, life insurance, group disability, and online enrollment programs. Respond to and interact with Franklin County staff, county officials and county agencies. Directly supervise benefits staff. Oversee benefits customer service and training. Assist in communications and planning with the labor-management Joint Benefits Committee, other government agencies and counties participating in benefits programs conducted by Franklin County. Analyze operating practices. Develop and monitor specific projects.

Collaborate on benefits communications to members. Write memos, correspondence and directives for properly administering county insurance benefits and customer service programs. Research benefits programs and make recommendations. Assist supervisor in preparing for employee benefits negotiations and manage scheduled meetings. Assist in vendor competitive selections and present and conduct training programs related to employee benefits. Answer inquiries and respond to special benefits requests.

**PREFERRED QUALIFICATIONS:** Supervisory experience and coursework or experience in public relations, insurance law, insurance operations (e.g., examination of major functions of insurers of all types), or comparable experience. Coursework or experience in health and life insurance; principles and practices of insurance, plus six (6) months experience working for insurance company or governmental agency or private company involved in insurance operations for individual &/or group insurance. Prefer minimum of five (5) years of employee benefits programs experience.

**STARTING SALARY:** \$27.67/hour, plus a comprehensive benefits package  
180 Day Probationary Period

**DATE POSTED:** Thursday, May 12, 2016

**DEADLINE FOR APPLYING:** Wednesday, May 18, 2016

If interested, please go to [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr) and apply on-line.

-EOE-